



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS  
FLEET & FAMILY READINESS PROGRAM

# VACANCY ANNOUNCEMENT

ANNOUNCEMENT # ANNA 013 - 11

POSITION : COOK NA 7404 - 06

SALARY:\$13.81 p/h

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**LOCATION: ANNAPOLIS BLUE JACKET CAFE**

**OPEN: February 4, 2011**

**CLOSE: Till Filled**

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**AREA OF CONSIDERATION:**

(X) Regular Full-Time (35-40 Hours Per Week)      () Regular Part-Time (20-34 Hours Per Week)  
( ) Flexible Schedule (0-40 Hours Per Week)

Submit required forms OF-612 AND OF-306 (forms available for download on <http://cnic.navy.mil/NDW/About/Jobs>)

To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 47402 Buse Road, Bldg. 467, Suite A, Patuxent River, MD 20670. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please direct inquiries to: 301-342-3653

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**DUTIES AND RESPONSIBILITIES:**

Prepares and cooks a variety of menu items including regular and special entrees and dessert items. Works alone or with a higher grade cook to roast, broil, bake, fry, boil, steam and stew - meats, fish and poultry. Prepares soups, stocks, broths, gravies, sauces and puddings without the use of packaged mixes. Makes a variety of dessert items such as baked Alaska, crepes and mousses. Adjusts standardized recipes for the number of servings required in large quantity cooking. Maintains proper temperature for all foods during holding, transporting, reheating and serving to ensure quality control and food safety. Prepares cold food platters; mixes and prepares cold sauces, meat glazes, molded aspics and salad dressings. Carves vegetables and fruits as garnishes for food platters and dishes. Maintains rotation of food inventories to prevent spoilage. May assist management in purchasing and menu pricing decisions by performing yield tests for selected foods, in ordering items in accordance with daily and weekly menu requirements and preparing food production worksheets from computerized recipe files. Receives work assignments orally and in writing from supervisor or higher level cook. Plans, coordinates and times assignments to assure food items are prepared on time and are at the proper temperature. Makes judgments about necessary recipe modifications. Performs other related duties as assigned.

**QUALIFICATIONS:**

Basic knowledge of food preparation principles and a practical understanding of the physical changes that occur during the processing and cooking of food. Working knowledge of the planning process involved in cooking an entire meal, including different preparation methods for various food items, the necessary cooking times for these items and how to schedule and coordinate preparation to produce a properly cooked meal on time. Ability to evaluate a variety of raw and cooked food items to ascertain their freshness. Knowledge of standard formulas used in yield testing. Knowledge of principles of food spoilage, food borne illness and food safety. Practical knowledge of methods and procedures necessary for ordering, issuing and storing food items in accordance with inventory and sanitation requirements. Must be able to walk or stand for prolonged periods of time. Must be able to handle items weighing as much as 50 lbs. Must be able to obtain a Health Card. Must be able to gain access to base computer system if applicable.

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**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.